

- .1 Any bid or proposal which fails to conform to the essential requirements of the bidding document, such as specifications or the delivery schedule, shall be rejected as nonresponsive. Bids or proposals submitted by bidders which do not meet the requirements regarding responsibility specified in Section 23-620 shall also be rejected.
- .11 When rejecting a bid or proposal, the county shall notify each unsuccessful bidder that the bid or proposal has been rejected.

23-615	REJECTION OF BIDS OR PROPOSALS (Continued)	23-615
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- .12 A bid or proposal should not be rejected when it contains a minor irregularity or when a defect or variation in the bid or proposal is immaterial or inconsequential.
- .121 A minor irregularity means a defect or variation which is merely a matter of form and not of substance, such as:

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- (a) Failure of the bidder to return the required number of copies.
- (b) Apparent clerical errors.

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- .122 Immaterial or inconsequential means that the defect or variation is insignificant as to price, quantity, quality, or delivery when contrasted with the total costs or scope of the services being procured.
- .123 The county shall give the bidder an opportunity to cure any deficiency resulting from a minor irregularity, immaterial or inconsequential defect in a bid or proposal, or the county may waive such deficiency, whichever is most advantageous to the county.

23-616	INFORMATION REGARDING RESPONSIBILITY OF CONTRACTORS	23-616
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- .1 Generally, information regarding the responsibility of a prospective contractor (see Section 23-601.24), including preaward surveys if needed, shall be obtained promptly after bid opening.

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- .11 Sources for obtaining information regarding the responsibility of prospective contractors include but are not limited to:
- .111 Any list of disbarred, suspended, or ineligible individuals or organizations.

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